~ WELCOME ~

Annual Data Collection
(ADC) Training
for
School Year 2008-2009

OPI

Hi everybody. My name is Karen Crogan.

I am a Data Control Specialist in the Accreditation Division of OPI in Helena, and part of my job is to oversee the Annual Data Collection.

Although much of this training will be hands-on, I've put together a PowerPoint presentation that not only covers the main points, but it also includes screen shots. If we don't need one, it's easy to jump right past it. I will ask you to help direct the course of this training so you get the most benefit.

I will try to answer all your questions today, but if I don't have an answer immediately, I will make sure you get it just as soon possible.

At this point the people should be logged onto their computers…..

Agenda

9:00-10:30	ADC Training Presentation
10:30-10:45	Break
10:45-11:45	ADC Data Entry
11:45-12:45	Lunch break
12:45-3:00	ADC Data Entry

Introductions

- Karen Crogan
  - OPI Accreditation Data Control Specialist
  - Telephone: (406) 444-2410
  - Email: kcrogan@mt.gov
- Andy Boehm
  - OPI Measurement & Accountability
  - AIM
- Dale Kimmet
  - OPI Accreditation Specialist
  - Telephone: (406) 444-3128
  - Email: dkimmet2@mt.gov

ADC Packet

- Table of Contents (pink)
- Glossary of terms
- Staff Assignment Codes listing (green)
- ADC Overview
- ADC User Manual
- Authorized Signatures and Checklist (blue)
- Preprinted Personnel forms (white/purple)
- Quality Educator Payment Summary (gold)
- Evaluation Form (gold)

The packets were sent to Authorized Reps in early September

Table of Contents - lists all the forms and reports included in this year's mailing.

Glossary of terms - definitions that aid understanding and help ensure data is entered correctly

Staff Assignment Codes (Used for Quality Ed, NCLB Highly Qualified Teachers, Spec Ed)

Overview of ADC process

Authorized Signature Sheet and Checklist - provides validation and accountability

Preprinted Personnel forms - samples of district and school level reports

Job Code list with definitions - district, school, coop levels

Due Dates

To County Superintendent:
Tuesday 10/21/2008

To OPI Accreditation Division:
Tuesday 10/28/2008

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These dates are found in a bright yellow box in the upper left portion of nearly all paper forms and reports.

Where to Get More Information

- OPI Website: http://www.opi.mt.gov
  - Go to Programs & Services of OPI
  - Select Annual Data Collection
    http://www.opi.mt.gov/adc/Index.html
- OPI Help Line - (406) 444-4050
- Tip of the Day
- OPI Knowledge Database (Get Answers)

There is a lot of information on our website.

Click on "Get Answers" (upper left by calendar) for the knowledge database

The OPI Help Line is an automated menu that allows a caller to identify the best person to answer a question.

The phone number is new this year – 444-4050!

Getting Started With Citrix

- Install Citrix client software
  - See User Manual
  - Update if not used since June
- Username and Password
  - Mailed to Authorized Rep in July 2008
  - Password policy

For Citrix Setup: Page 26 of User Manual

Getting Started: Go to page 3 of User Manual

The password letter is mailed to the authorized rep who is responsible for protecting and/or sharing it as needed.

If you lose your password - we can mail a new letter but we can't give it out over the phone or fax it.

Policy requires the password to be changed every 60 days.

To accomplish that, you will append different letters to the end of the core password we sent:

   SO – September/October, ND – November/December, JF – January/February

**** Have a list of usernames/passwords for each site ****

Password Policy

- Mailed to Authorized Reps July 1
- Changes every 60 days
- Add month delimiter to core password
  - 'SO' = September October
- Cannot be given out over phone or email
  - MUST be mailed
- Call OPI Help Desk (406) 444-3448

User Level

- What level of user are you?
- Your user level determines which menu options you can see

Schools (SC)

District (LE)/ SE Coop

County (CO)

State (OPI)
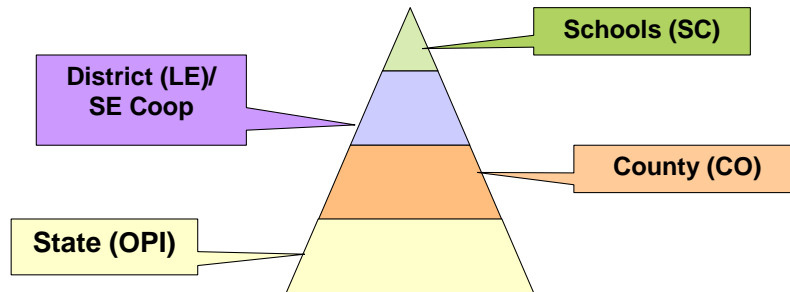
Your user level is determined by your username.

The graphic illustrates a widening (or narrowing depending on your perspective) of the scope of data available.

If you have an 'SC' username, you will only be able to work with your school.

However, if you have an 'LE' username, you'll come in at the district level and be able to access all the schools in your district.

County Superintendents will be able to see all the districts and schools for which they are responsible.
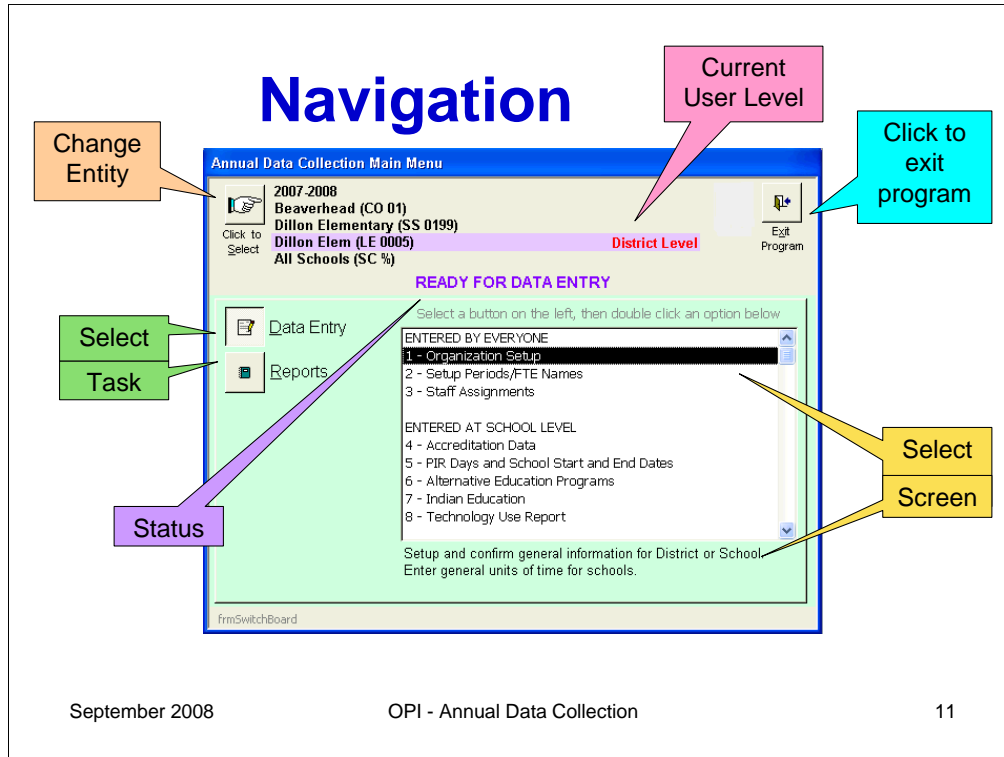
Only certain OPI staff have statewide access.

Note any greyed out areas limiting access (based on your user level)

To select specific entities, use the dropdown arrow and pick one from the list.

When you are ready, click on the Get Started button (✓)

From the Main Menu, you are able to:

Select a task (either Data Entry or Reports)

Select a screen (double click to select – single click to show description)

Change your entity (district, school, etc.)

Exit

What is ADC Used For?

- Accreditation – Board of Public Education (BPE)
- Federal Reporting of Highly Qualified Teachers
- NCLB Report Card
- Funding (Quality Educator Payments)
- 5-Year Planning and Effectiveness Reports
- Sharing Data Within OPI

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The Preliminary Accreditation Report is used during the accreditation review to assist OPI in determining if the school will receive any deviations.

This is driven primarily by the staff assignments. We'll address selecting the correct job code and licensing deadlines later.

Federal reporting is mandated by the DOE and NCLB.

Highly Qualified teachers are reported in several ways:

EDEN: Counts the number of core academic classes taught by HQ teachers

Elementary, English/Language Arts, Art & Music, Foreign Languages, Math, Science, SS: Civics & Government, Economics, History, Geography

HEA TII: FTE reported for core academic classes taught by HQ teachers using poverty quartiles (derived from FRL stats)

Report card: Percent of core academic classes taught by HQ teachers by poverty quartiles – accessible to the general public via OPI website

Quality Educator payments look at FTE and staff assignment codes.

You received a copy (green) in your packet. Look at the column headings == and we'll talk more about this later.

5YCEP and Effectiveness Reports will draw on reported staff FTE and combine it with data from AIM and MAEFAIRS (enrollment and ANB)

Other divisions within OPI use ADC data for statistical analysis including trends

New for 2009

- Two new staff assignment collections
  - % FTE allocated to PK kids for Special Ed
  - Alternative education assignment(s)
- Revised questions for Indian Education
- Distance Learning asks districts providing DL to other MT schools to list schools being served
- Dual Enrollment Opportunities – district level report

Here is a positive thing about this year's ADC – it hasn't changed much from last year.

Main Menu - Data Entry

- Items on the ADC Main Menu are numbered in the order in which you might want to select them.
- Type your answers or select from the dropdown lists.
- Navigate between fields by using the 'Tab' or 'Enter' keys ~ or use your mouse.
- **The 'Esc' key will undo your last change and return the page to its previous state.**

The items in the Data Entry menu are numbered in the order you should select them.

There are 12 data entry menu items organized by user level.

Complete all the data entry items that apply to your level of user.

For all data entry, type in your answers or select from the dropdown lists.

You can move from field to field on any screen by using the Tab or Enter key, or use your mouse to click on a field.

If you make a mistake or get stuck in a form, try using the 'Esc' key.

The Esc key will undo your last change and return the page to its previous state.

From there, you can either correct your mistake or exit the form.

Organization Setup

Round the computed hours and enter here! You will **not** be able to submit with this blank.

Setup Organizations

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District: Dillon Elem

Status of Processing for this Organization: Ready For Data Entry

Instructional Program Offered: Elementary Program (EL)

Enter this school's Aggregate Hours per year for meeting Accreditation Standards.

1080

Minutes per day of pupil instruction or administrative activity. Do not include passing time, unstructured recess, or lunch.

Full Days: 346   Partial Days: 180

Minutes per day of passing time.

Full Days: 29   Partial Days: 15

Days per year of pupil instruction.

Full Days: 170   Partial Days: 6

Calculated aggregate hours per year for meeting Accreditation Standards. 1082.00

Notes:

frmOrganizations

At least 1080 Hours are Required

Automatically computed

Enter your school's total Aggregate Hours per year.

Enter the number of minutes of pupil instruction time in a full day and the number of minutes in an average partial day.

Enter the minutes per day of passing time for a full day and for an average partial day.

Enter the number of full days and partial days of pupil instruction for the 2008-2009 school year.

The blue box will be automatically computed => an error message is displayed if the number is <1080 or not close

   ***If you enter fewer than 1080 hours, you will be prompted to go back and correct.

Use the white comment box at the bottom of the page for any notes or explanation you feel would be helpful.

If you are entering data as a district, your number of minutes per day and days per year should reflect the assignments of the people with district level job codes.

Click on the 'Close Form' button (the door in the upper right-hand corner) to exit the screen and return to the Main Menu.

Set Up Period/FTE Names

- Data rolled forward from last year
- "Heart" of all calculations
- Check for accuracy:
  - FTE units should add up to 1.0
  - Must reflect the current school day
- Cannot delete a Period/FTE if assigned to a current teacher record
- See the last page of Overview and the Personnel form in packet

FTE or full-time equivalent refers to the number of hours of work normally required in a full-time position.

An **FTE Unit** is a portion of a full-time position dedicated to a specific job assignment.

For example, a full-time principal would be assigned 1.000 FTE. If you have a person who acts as school counselor for ¾ of the day and librarian ¼ of the day, that person would be assigned 0.750 FTE for the school counselor job code and 0.250 FTE for the librarian job code.

For a departmentalized teaching staff (i.e., Junior High, 7-8 schools, Middle Schools, and High Schools), you will need to define a time unit for each period of the day. You must create an FTE unit for P-1, P-2, P-3, etc. We need to collect grade low, grade high and student load for each period of the day, so a full-time high school English teacher cannot be assigned 1.000 FTE.

Period Names/FTE Calculator

Time units
- *Percentage*
- *Period*

To modify an existing time unit, select it and click <u>Work with Selection</u>, or double click on the time unit.

To add or delete FTE units, choose the appropriate button.

Choose whether this time unit will be described as a Percentage or as a Period:

If you choose Percentage FTE:

Step 1 - Enter the decimal equivalent for this assignment in the FTE field.

The wizard will name the FTE unit to match the decimal you entered and display it in the blue box.

Step 2 - Click on <u>Save and Exit</u> to return to the previous screen.

If you choose Period:

Step 1 - You will be prompted to enter a number for the period. Click <u>OK</u> or press Enter.

Step 2 - Indicate which days of the week this period meets by typing in the initial letters for the days.

Use R for Thursday. If you have A and B days, type A or B. Press Tab or Enter.

Staff Assignments

Used for:
- Accreditation
- NCLB Core Academic Subjects for Highly Qualified Teachers
- FTE counts
  - State Legislature
  - Federal Reporting
- State Quality Educator Payment
- Special Education Reporting
- See handout "Annual Data Collection Staff Assignment Codes"

Reported at District, School, and Coop (SE)

Enter assignment ONLY for the user level at which you are working.

Staff Assignments Cont'd

- Data rolled forward from last year
- Remove assignments for staff no longer employed at your school or district
- Ensure all staff are assigned to appropriate assignment code with correct FTE units
- Report all staff by employer (school/district)
- Break staff out between special and general education assignment codes
- FTE Reports can help you review staff FTE when you are done (fix totals > 1.0!)

What you see on screens should be same as preprinted forms

Special Ed, Title I – report the maximum number that you work with at one time

If a staff person ends up with a total > 1.0 FTE, you need to go back and revise one or more of the periods so total equals 1.0

Assignment / FTE Note

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. **As long as the person has 1.00 FTE or less at your school, you can ignore this warning.** The issue will be resolved when all the data entry for the state is complete.

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Previous assignments may cause error message (>1.00 FTE)

OK if less than 1.00 at current school

New Assignment Collections

- Alternative Education assignment
  - Check if this class is taught as part of an alternative education program
- Pre-K allocation of FTE
  - Special Education job codes only
  - Determine what percentage of FTE (time) is spent with 3-5 year old students

Alternative Education Assignments

Assignment by Person

s, Kathryn D   White, Non-Hispanic   Female

> **Check here to indicate that the assignment is part of an alternative education program**

		School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
hool	0661	Helena High School	MH05	Math	P-1	0.143	9	12	12
hool	0661	Helena High School	MH05	Math	P-2	0.143	9	12	12
hool	0661	Helena High School	PT	Prep	P-3	0.143	9	12	0
hool	0661	Helena High School	MH05	Math	P-4	0.143	9	12	12
hool	0661	Helena High School	MH05	Math	P-5	0.143	9	12	12

Organization Name: Helena High School (School 0661)

FTE Unit: P-1 - 0.143 FTE   Click here to Setup Periods and Time Units

Job Code: MH05 - Math   **Report Teaching Assignments by Period**

Additional Job Description: Project for Alternative Learning

☑ This assignment is an Alternative Education assignment

Lowest Grade: 9   Issue with Assignment ☐

Highest Grade: 12   Issue Resolved ☐

Student Load: 12   Notes:

frmAssignmentPerson   Add Assignment   Delete Assignment   Update Person   **Cancel**   **Save Work**

Allocation of Pre-K FTE

Assignment by Person

Hewitt, April Ann — Unknown — Female

Edit?				Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School	0006	Mary Innes School	SE25	Special Education Instruction	0.500 FTE	0.500	PK	K	10

Organization Name: Mary Innes School (School 0006)
FTE Unit: 0.500 FTE - 0.500 FTE — Click here to Setup Periods and Time Units
Job Code: SE25 - Special Education Instructional Paraprofession
Additional Job Description:
☐ This assignment is an Alternative Education assignment
What percent of this assignment is allotted to 3-5 year olds? 20 %
Lowest Grade: PK   Issue with Assignment ☐
Highest Grade: K   Issue Resolved ☐
Student Load: 10   Notes:
frmAssignmentPerson   Add Assignment   Delete Assignment   Update Person   Cancel   Save Work

Special Ed job codes only

Enter percent (%) FTE allocated to PK kids

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When entering a grade low of PK, the percentage of time spent working with students who are identified as PK needs to be entered.

Example:

1.0 FTE teacher has a class where grade low is PK and grade high is 3

Student Load is 10

If they spend ¼ of their FTE with the PK students, then they report it as 25%... Etc.

The number of students is not the point – it's the amount of time spent teaching the 3-5 year olds.

So if the teacher had 5 students, one of whom is PK, but spends half her time with the one, report 50% (not 20% which is relational to the # of students)

Assignment Summary

- Summary of all assignments
- Display depends on user level

Assignment Summary

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

School or District Name		Job Category	Folio	Person	FTE Sum	Student Load	No. of Assign.	No. of Assign. Issues
School	0008 Dillon Middle School	Paraprofessional	0	Afoa, Sally	0.125	2	1	1
School	1525 Parkview School	Special Education	0	Afoa, Sally	0.875	1	1	1
School	0008 Dillon Middle School	Teacher	30445	Anderson, Sharon R	1.000	143	8	0
School	0008 Dillon Middle School	Teacher	45214	Backus, Audrey	1.000	138	8	0
School	1525 Parkview School	Teacher	43421	Baker, Tamara L	1.000	23	1	0
School	1525 P		48572	Bengeyfield, Alice E	1.000	25	1	0
	5 D	ent				703		
	6 M	inistrative				102		
	8 Dillon Middle School	er				53		
	5 Parkview School	Education				13		
	1525 Parkview School	Te	71608	Trevor Edward	0.500	10		
School	Parkview School	Teach	50918	er, Bonnie J	1.000	17		0
School	0006 Mary	cker, Tessa R	7726	ation	0.800		1	1
School	1525 Parkview School	Special Education		DeHart, Dorothy	0.	9	1	1

Add Person

Assignment by Person

Delete Person

Transfer Assignments

frmAssignmentSummary   Work With Person   Add Person   Delete Person   Transfer Assignments

After positioning your cursor anywhere on a line containing information about a person, you can click on the "Work with Person" button or you can double-click anywhere on the line to bring up the next screen.

▪Assignment by Person – shows detail of selected assignment(s)

▪Transfer Assignments – give a previous staff person's assignments to a new person

▪Add Person – must first perform search to ensure no duplicates (last name, folio number, SSN, license number)

▪Delete Person – No UNDO

*** Reminder – once this process is completed, the person is deleted!

Working with Assignments

- Assignment by Person – shows detail of selected assignment(s)
- Transfer Assignments – give a previous staff person's assignments to a new person
  - ❖**Once this process is complete, the original person is deleted**
- Add Person –first perform search to ensure no duplicates (last name, folio number*, SSN*, license number)   *most accurate
  - ❖**Save your work!!**
- Delete Person – No UNDO

Details for buttons on bottom of Assignment Summary Screen

Instructional paraprofessionals will be reported on the School Level Personnel Form.

Title I instructional paraprofessionals (PP02) currently reported in the ADC and any newly added Title I instructional paraprofessionals must reflect highly qualified status, if they qualify, by reporting them with either: two or more years of higher education, an associate degree, or academic assessment. Federal reporting requirements for 2007-08 include the reporting of these data.

If the school is designated as a Title I school-wide school, all instructional paraprofessionals (SE25 and PP01) must also meet the Title I highly qualified paraprofessional requirements.

The qualifications can be added to the personnel record for an instructional paraprofessional by choosing Work With Person and then Update Person. The qualifications are listed on the License Type pull-down menu.

Any instructional paraprofessionals who are paid with Title I funds should have a job code of PP02, and those paid with Special Education funds should have a job code of SE25.

Data entry for instructional paraprofessionals is the same as for any other staff. Paraprofessionals are in the personnel database if they have worked as a paraprofessional in the past five years. If they are not already on the list, you will need to add these people to this list before you can assign them job codes and FTE. Be careful not to add a person who is already in the list. See the ADC Manual section titled *Add a New Person Not Found in List.*

Exceptions: if they are a translator or strictly parent-involvement coordinator/worker.

- Report all staff employed or contracted to provide special education services
- Department of Labor Licensing Database
  - Check that correct license from the DOL licensing database has been entered for all Licensed Professionals
  - Defaults to Female and White; please change as needed

If you are entering non-certified staff, either for a school or for a coop, you need to include the type of additional qualifications for the staff person and the license number, if any.

Paraprofessional:

  Type name, gender and race

  Select the appropriate additional qualifications from the License Type drop down list.

Licensed professional:

  Select License Type

  Use the Find box to filter the names in the License Info dropdown list.

  Choose the name and license number from the License Info dropdown list (alpha by last name)

  The Gender and Race fields are pre-filled with default values; you must change those if they are not correct.

OPI doesn't require license information for accreditation purposes; however, NCLB requires instructional paraprofessionals to meet certain educational criteria.

Some licensed professionals qualify for quality educator payments. In those cases, the license number from the License Info dropdown list must be selected before payment applies.

When finished, click Save and Exit. The person's name should now appear in the previous list. Select the name from the list and choose Work with Person to add assignments for this person.

The Exit without Saving button removes the name, gender and race, but License Type and License Info must be physically deleted or they will be saved even if you choose Exit without Saving.

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Quality Educator (QE) Payment

- QE payment based on MCA 20-9-327
- FY 2009: $3,042 per licensed educator or other professional (up from $3,036)
  - Based on FY 2008 ADC Staff Assignments
- QE payments paid by MAEFAIRS into District/Coop general fund
- License must be active and valid as of 12/01/2008

FTE for Educational Psychologists with Educator Licenses were included in the past.

Now, Licensed Psychologists without Educator Licenses will also be included.

Previously, the amount was $2,000 per educator – increased to $3036 in 2007 and now up to $3042…

Amount goes into the district general fund; it does not go directly to the educators/professionals!!

QE Payment Cont'd

- Some job codes are included in the QE payment and others are not (see Staff Assignment Codes list)
  - Note: Those coded as Other professional staff SE31 and SE32) are <u>not</u> included in the QE payment
- OPI verifies licenses using:
  - OPI Educator Licensure database
  - Montana Department of Labor and Industry, Business Standards Division professional license databases

QE Payment Report

- After completing updates to ADC staff assignments, please review the QE payment report called "ADC District FTE" (wait until the next morning -- it is updated nightly with the most recent assignments).

http://data.opi.mt.gov/QualityEdFte/Default.aspx

Click to get the QE Report for your district

You must disable pop-ups in your web browser. Select your district from the list.

Accreditation Data

- Certify to Board of Public Education that schools are complying with applicable accreditation rules.

This screen collects the information used to determine school accreditation status. There are lettered and numbered tabs allowing for easy data entry.

You must respond to every question. For each general question, you may respond with either a Yes or No. Type your answer in the appropriate space or choose from the dropdown list. Each general question has additional questions for further clarification. Type your answer in the space provided or select the checkbox when appropriate.

Do not include information about alternative education program sites when answering questions on Tab C about off-site locations. Alternative education program information is collected on a separate form.

You can move through the form by pressing the Tab key or clicking the Next button. If you want to go to a specific page, click on the page tabs located under your entity name.

Alternative Standards approved by BPE will be listed on Tab II. You cannot change the Approved Variances or Alternative Standards. Applications for Alternative Standards (new or renewal) must be sent to the OPI for BPE approval.

If you have any questions about the information that appears on Tab II, please contact the Office of Public Instruction.

Details:

Tab I. A collects correction plan information if deviations were noted in the previous year.

Tab B 1-2 collects administrative and teacher assignment information.

Tab B 3-5 collects information pertaining to internships, library media specialist

Full-Time Kindergarten (FTK)

- Question at bottom of Tab B 10-13 only for elementary schools
- All day, 5-days/week for all kids
  - Yes or no answer
- Schools must offer half-day but attendance is not required even if offered

B-13. Does the school offer all-day kindergarten (all day, five days a week for all kids)?

frmAccreditationData

4-Day/Week Schedules

- New question in Accreditation Data
- Tab/question B 14
- Yes or no answer
- If the answer is yes and school is HS or 7/8 funded at HS rates another question is asked to ensure that classes provide 225 minutes per week of instruction per ARM 10.55.906(1)(a) and 10.55.902(4)(c).

B 14: 4-Day Schedules

Accreditation Data

2008-2009
Yellowstone (CO 56)
Custer K-12 Schools (SS 1014)
Custer K-12 Schools (LE 0975)
Custer 7-8 (SC 1792)

Click to Select

| I. A | B 1-2 | B 3-5 | B 6-7 | B 8-9 | B 10-12 | B 14 | C | II. |

B 14 Does the school operate on a 4 day per week schedule?   Yes

If yes, and the school is a high school or has grades 7 and 8 funded at the high school rate are classes scheduled for 225 minutes per week as required by ARM 10.55.906 (1)(a) and 10.55.902(4)(c)?

Elementary schools will only answer the first question.

**PIR Days and
School Start and End Dates**

- Certify number of PIR hours for funding purposes
- Inform OPI specialists what training is being conducted in schools

This screen collects information about Pupil-Related Instruction activities: dates, types, and hours.

If you are doing the data entry for all schools in your district, and the PIR dates are the same for all of them, you can avoid duplicate data entry.

Enter the PIR dates for one school in the district, then select <u>Click to copy these PIR days to all schools in the district</u>.

Click <u>Yes</u> at the prompt; you will get a message box when the process is complete.

Details:

Enter the first and last days of school for pupils.

You must answer the professional development committee question.

Enter each PIR day of your calendar on a separate row.

Each PIR entry needs a date, an Activity Code (choose from the list), a brief description of the activity and the number of PIR hours for that activity.

Example: 10/18/05   PD   Speaker: Mainstreaming in Math classes   6

If you have two or more different Activity codes for the same date, enter each activity on a separate row.

Example:

08/25/05   SO   New staff orientation   3

08/25/05   PD   Planning for the new CRT   3

To remove a PIR day, select that date and click the red <u>X</u> at the end of the row.

PIR Form

PIR Form

👉 Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Activity Codes   **Totals**

PD = Professional Development (18 hours, in no less than 2-hour blocks) (ARM 10.55.714)   18
PT = Parent Teacher Conference (ARM 10.65.101.1(c))   8
RK = Record Keeping (Total of 6 hours allowable in no less than 2-hour blocks)   3
SO = Staff Orientation (Must be held prior to student attendance and in no less than 2-hour blocks)   3
                                                                                              32

Click for More Instructions

Click to See Example

Please provide the following information for the school year beginning July 1 for the year 2007-2008
   1. First day pupils attend school: 09/04/07
   2. Last day pupils attend school: 06/10/08
   3. Does your district have a professional development committee? (ARM 10.55.714(3))   Yes

Date	Activity Code	PIR Activity Description	PIR Hours	
08/31/07	SO	Staff Orientation	3	✖
09/30/07	PD	mentor training	6	✖
10/15/07	PD	mea-mft	6	✖
10/16/07	PD	mea-mft	6	✖

Click to copy these PIR Days to all schools in the district

frmPIR

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Enter the dates of the first and last days of school for pupils.

You **must** answer the professional development committee question.

Enter each PIR day of your calendar on a separate row.

PIR entry needs: date -   Activity Code (choose from the list) - brief description of the activity - number of PIR hours for that activity.

If you have two or more different Activity codes for the same date, enter each activity on a separate row.

To remove a PIR day, select that date and click the **red X** at the end of the row.

The "Click for More Instructions" gives more details about the requirements and limits for PIR including # hours/activity

If you are doing the data entry for all schools in your district, and the PIR dates are the same for all of them, you can avoid duplicate data entry. Enter the PIR dates for one school in the district, then select Click to copy these PIR days to all schools in the district. Click Yes at the prompt; you will get a message box when the process is complete.

Some fields have edits that will cause an error message to be displayed => and you will not be able to continue until corrected.

Sorry, there are only 24 hours in a day.

You have entered less than 42 PIR hours. Districts may receive funding for up to a total of 7 PIR days or a maximum of 42 hours. Would you like to go back and review your entries?

The value you entered isn't valid for this field.   For example, you may have entered text in a numeric field or a number that is larger than the FieldSize setting permits.

Sorry, date school ends must be between 7/01/07 and 6/30/08.

Sorry, First day pupils attend school must be between 7/01/07 and 6/30/08.

Alternative Education Programs

- Gathers information on what types of alternative schools are available for inclusion in the OPI central database.
- Helps the OPI answer questions about alternative programs

This screen identifies which districts operate alternative education programs to serve at-risk students and gathers specifics about these programs.

A reminder: in past years, alternative education sites were included with off-site locations on the Accreditation Data form.

This year they are collected as two separate counts.

Do not include alternative education program information when answering off-site location questions on the Accreditation Data form.

If your school operates an alternative education program for at-risk students, you must answer all twelve questions on this form.

If the answer to question 1 is No, you will not see the rest of the questions.

Choose your answer from the dropdown lists, when available.

Use the Tab or Enter keys to move through the fields, or use your mouse to select the next question or tab.

Alternative Education Form

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Choose your answer from the dropdown lists, when available.

Use the Tab or Enter keys to move through the fields, or use your mouse to select the next question or tab.

Indian Education

- New questions for 2008-2009
- Helps the OPI understand efforts to implement Indian Education for All law, assist in the staff development, and offer technical assistance where needed.
- Collect resources, professional development, and teacher/administrator knowledge
- Document uses of FY2008 Indian Education and American Indian Achievement Gap funding

This form asks you to provide information about your school's implementation of Indian Education For All and what your school's needs are regarding Indian Education For All.

It also asks you to explain how you spent the 2006-07 Indian Education For All appropriation and how you plan to spend the 2007-08 Indian Education For All and Indian Student Achievement appropriations.

The text of the law has been included on the first page of this form for convenient reference.

Use the Tab or Enter keys to move through the fields, or use your mouse to select the next question or tab.

Choose your answer from the dropdown lists, when available.

For questions F, G, I, K and L if you choose 'No' or 'None,' all the other answers for that question will be hidden.

Indian Education Form

Tabs:

Law – entire text

Board Policy – collect information on implementation of requirements

Teacher Knowledge (new in 09) – rate teachers' background knowledge of certain issues

Curriculum and Instruction – which OPI Indian Ed materials and resources have been used

Professional Development – select type of Indian Ed for All professional development would best meet your needs (only one answer)

Needs - for effective implementation of Indian Ed for All

Other – plans for 2007-09 funding, list 2007-08 activities

Student Achievement – district plans for using 2007-09 American Indian Student Achievement Gap payment; list activities if applicable

Technology Use Report

- Required by Federal Technology Grant
- Helps to target OPI resources for staff development and technical assistance
- Important to ensure each computer is counted only once !
- The "Fully integrated" question at the bottom of the form must be answered the same way for all schools in your district - so please consult your superintendent before completing the question.

Federal reporting requires the OPI to report the number of computers per school and on their connectivity to the Internet.

The OPI recognizes that computers are used across grade levels and districts; however you will need to make a determination as to how to report your computers so that each computer is only counted once.

Possible methods for reporting shared computers are:

Determine the number of computers per school using a percentage of use formula.

Divide the total number of computers in the district evenly across the schools in the district.

Any other method that ensures each computer is only counted once within the district.

There is a question asking how your computers access the internet: hardwired or wireless access.

If you have some of each, select the one that applies to most of your computers.

Reporting Shared Computers

- If computers are used across grades or school districts…
  - Get a count of all the computers
  - Determine how many are used by students and how many by teachers (primary use)
- How to compute (pick one method)
  - Percentage of use formula
  - Divide the total number evenly by # of schools in the district

Computer Internet Access

- Review both student-used and teacher used computer numbers and then record number of computers having Internet access
  - Dial up
  - High speed (broadband)
  - No Internet access
- Building Internet connections (select one)
  - Wireless
  - Hardwired

Technology Survey Form

Technology Survey screen

District Level Reports

- Personnel Recruitment and Retention
  - Used to set criteria for critical teacher shortage teacher loan forgiveness program
- Distance Learning
  - Complete if you receive or provide DL
- Testing Coordinators
- Dual Enrollment Opportunities (New)

Personnel Recruitment and Retention

- Completed at the District Level
- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages
- Used to set criteria for **critical teacher shortage teacher loan forgiveness program**

For the 2008-2009 hiring cycle, we want to know how many openings existed in each subject, support or administrative area.

The information collected through this survey will help identify shortage areas and provide data for efforts to address the shortages.

Data collected for recruitment of teachers, support staff and administrators includes subject, difficulty in hiring, the number of openings, and how many were due to retirement.

The retention surveys collect information on why people left and rate the degree of influence those factors had on the people who left.

Recruitment and Retention Report

You must click on <u>Save</u> for each record before going on to the next area in which you had an opening.

Distance Learning Report

- Required by Administrative Rules
- All districts must complete
- Private and commercial providers are required to register with OPI through our web registration
- District providers must list schools/districts to whom they deliver classes

Accreditation Standard 10.55.907 requires that school district's receiving and or providing distance, online or technology delivered learning report to the Office of Public Instruction (OPI) each fall. The report gathers basic information about the providers of distance, online or technology delivered learning currently working in Montana, the Montana school districts utilizing those resources and the facilitation of the courses at the district level.

The text of the law has been included on the first tab for your convenience.

If the answer to question 1 on Tab A is Yes, you will need to answer the questions on Tabs B and C.

If the answer is No, Tabs B and C will be hidden; you will not need to complete them.

If the answer to question 6 on Tab D is Yes, you will need to complete Tab E.

If the answer is No, Tab E will be hidden; you will not need to complete it.

Distance Learning Form

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TABS:

ARM – text of the law

Tab A – does your school use distance learning – if NO, Tabs B and C are hidden

Tab B – facilitators (are they provided and trained)

Tab C – provider information

Tab D – does your school provide distance learning to other schools in MT

Testing Coordinators

- Need to keep testing coordinator contact information up-to-date for Assessment.
- Form is pre-filled with the most current data that OPI has
- Make any changes and check box to confirm you have reviewed the data

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The district test coordinator is the person responsible for the successful communication, coordination, materials distribution/return, training, and administration of statewide testing.

This screen will be pre-filled with the test coordinator information we currently have on file.

Please make any necessary corrections then check the box confirming you have reviewed the entry.

Test Coordinators Form

If the information is incorrect, make any necessary changes.

When the information is correct and complete, check the box at the top indicating you have reviewed and confirmed the information.

If you make changes and then change your mind, use the 'Esc' key to return the form to its original state.

Submit

- Program will provide a pre-submittal report to let you know if your data is incomplete.
- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**
- Submit hierarchy:
  - Schools submit to Districts
  - Districts submit to Counties
  - Counties submit to OPI
  - Special Ed Coops submit to OPI

Once you have submitted, the software will review your data for completeness and create a Preliminary Accreditation Report, listing any deviations from the Montana Accreditation Standards.

Submit Work Form

Submit Work

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

Submitting district Dillon Elem to Beaverhead County.

Preview Work Prior to Submittal

Submit Work

frmSubmit

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Submit screen

You must preview work prior to submittal.

Required Corrections Report

OPI
Linda McCulloch, Superintendent
Office of Public Instruction
Accreditation Division
PO Box 202501
Helena MT 59620-2501

REQUIRED CORRECTIONS - ADC
APPLICATION 2007-2008 School Year

Beaverhead
Dillon Elementary
Dillon Elem
All Schools

Required Corrections

The following items must be complete before you can Submit your data to the OPI. Print this report and use it as a checklist for completing your data entry.

Dillon Elem	District
Distance Learning - If you answered YES to question 1, question 2 can not be left blank.	
Distance Learning - If you entered YES to #1, you must provide at least 1 Company/District on Tab C.	

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If there are missing data items, a required corrections report will be displayed.
You must review the report and correct all the items noted before resubmitting.

Preliminary Accreditation Report

- Based on submitted data
- Provides preliminary report used in OPI accreditation decisions
- Follow instructions for notifying OPI of changes or corrections
- **!!! Print a copy for your records !!!**

This report is the only notification you will receive regarding your preliminary accreditation status.

The OPI will make the listed recommendation to the Board of Public Education unless you respond by the deadline shown on the report.

Please follow the instructions on the report for contacting the OPI regarding identified deviations.

This report is automatically generated as soon as you have successfully submitted your data.

You can also access this report by going to the main menu and choosing the Reports button.

Preliminary Accreditation report is the second item in the Reports menu.

Double click to preview and print the report.

Processing Status	Who Can Modify?
• Ready for Data Entry	All
• Submitted to District	District, County
• Submitted to Co. Supt.	County
• Submitted to the OPI	OPI Staff

What happens with the data?

- Quality educator payment
- Accreditation status determination
- Federal reporting
- Special Ed reports
- NCLB Report Card

Mailing the Report

- Send only the following three things to OPI:
    - Authorized Signatures and Checklist
        - Print and sign it or sign sheet in packet
    - School Calendar
    - Master Schedule
- County Supts should send their districts' reports
- Save a tree….please don't send copies of all your reports to OPI !

Send the following three items to OPI:

1) Authorized Signatures and Checklist (signed)

2) Your school calendar

3) Your school/district Master Schedule

Summary: What YOU need to do

1) Complete all the data entry items
2) Review all your reports
3) Submit
4) Send Authorized Signatures Page, School Calendar, and Master Schedule to your next level (district/county/OPI)
5) Review Preliminary Accreditation Report
6) Notify OPI of any corrections
7) Check the Quality Educator Payment report (wait 24 hours)

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Congratulations, you have completed data entry and performed a successful 'Submit.'

Print copies of each report for your own records and to forward to your District office, and/or County Superintendent.

Please do not send the paper copies of the reports to the OPI.

School users can change only their own school records and **submit to their district user.**

District users can change their own school and district records and **submit to the county superintendent**.

County users can change school and district records for their counties, and **submit to the OPI**.

Special Education Coop users can change only their own special education coop records and **submit to the OPI**.

Late or Incomplete Reports

- In accordance with accreditation guidelines (ARM 10.55.701), a district that has incomplete or missing reports will receive Advice accreditation status

Where to Get More Information

- OPI Website: http://www.opi.mt.gov
    - Go to Programs & Services of OPI
    - Select Annual Data Collection
      http://www.opi.mt.gov/adc/Index.html
- OPI Knowledge Database (Get Answers)
- OPI Help Line - (406) 444-4050
- Tip of the Day
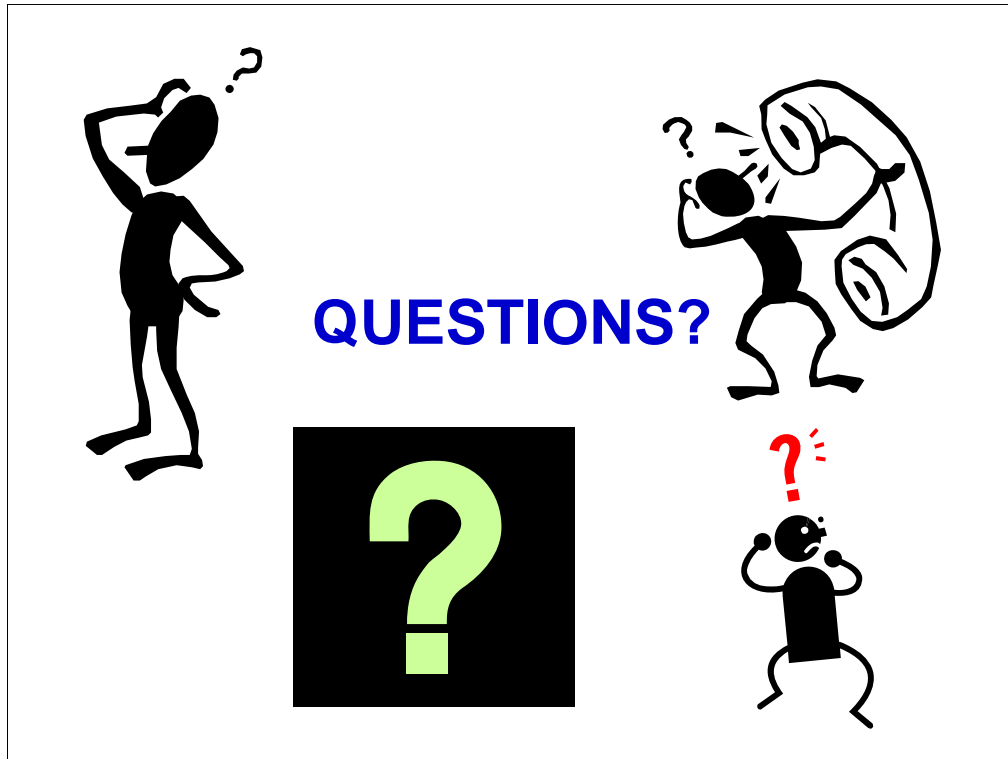
Lots of information on our website

Click on "Get Answers" (upper left by calendar) for the knowledge database

Phone tree …

Thank You!

If questions arise after this training, please don't hesitate to contact me at OPI.

My phone # is (406) 444-2410, email: kcrogan@mt.gov